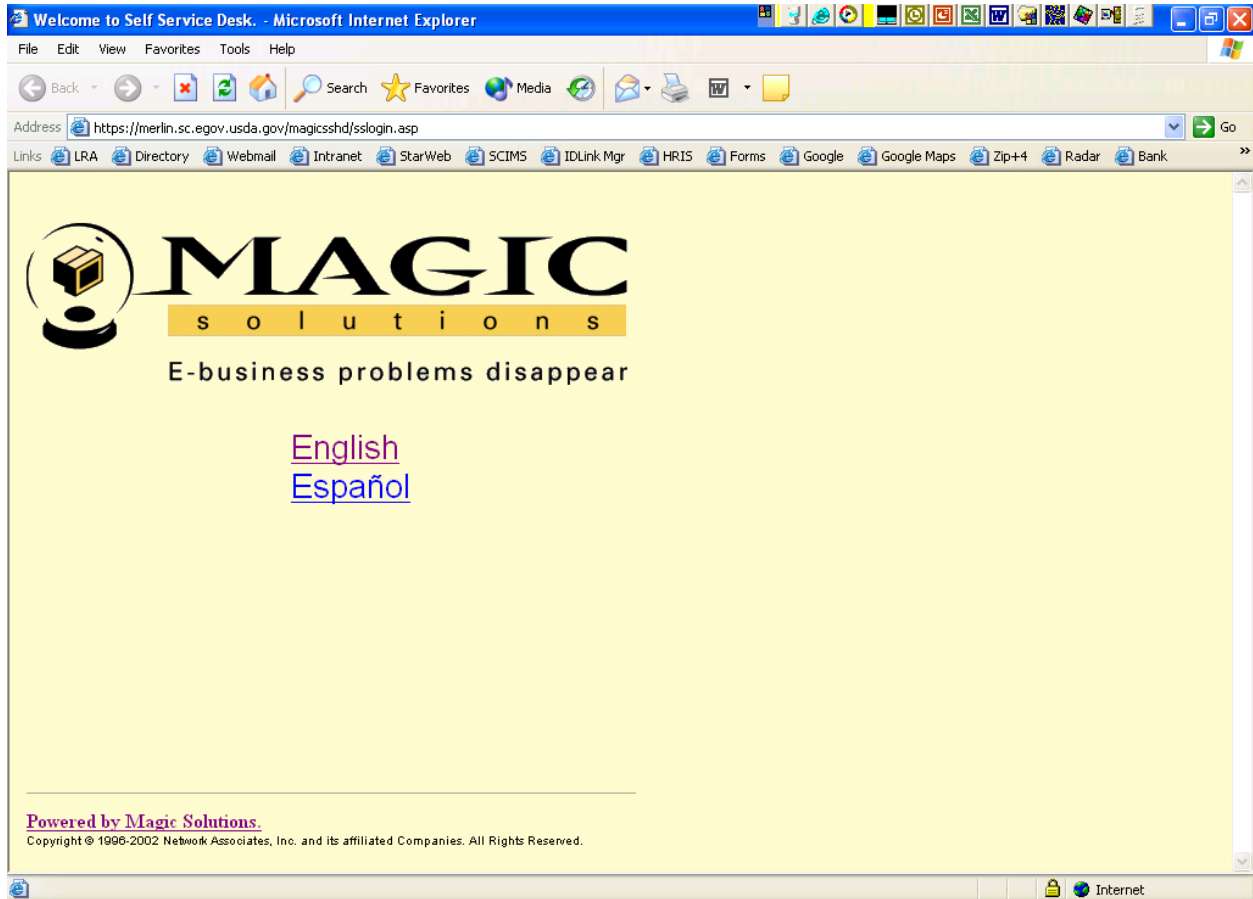
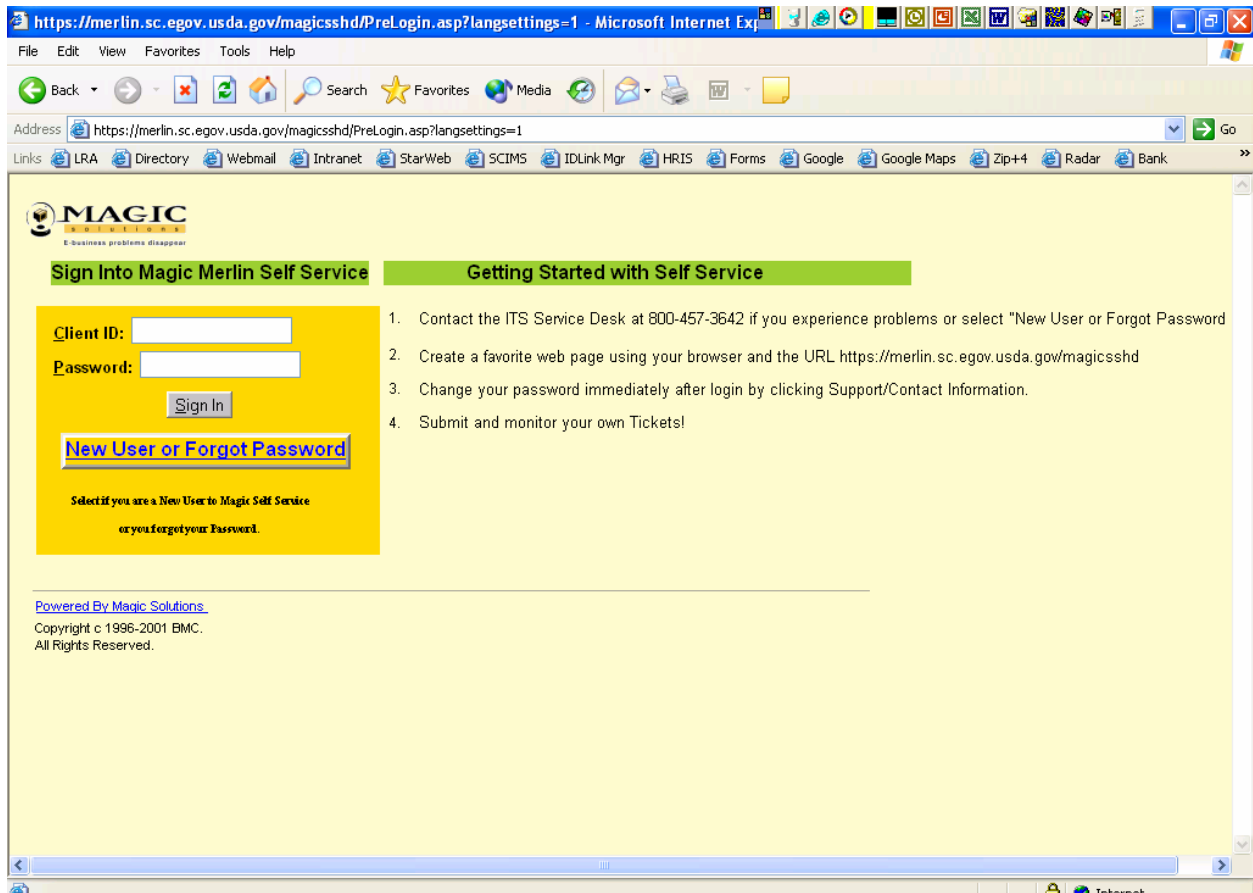


REQUESTING A MAGIC PASSWORD



Double click the MAGIC icon on your desktop (if you have one) or go to the following URL: <https://merlin.sc.egov.usda.gov/magicsshd/>. You can also access the Self Service Module from the ITS Service Desk NewsFlash Page (<http://helpdesk.its.nrcs.usda.gov/newsflash/>) and Select the Magic Merlin Self Service Icon.

On the screen above choose the language you wish to use.



On this screen enter the numbers portion of your e-Auth ID in the client ID field.
(If your e-Auth ID is XY123456 - you would enter 123456 in the client ID field.)

Click on the NEW USER OR FORGOT PASSWORD BUTTON

Welcome to Self Service Desk: New Client Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Address <https://merlin.sc.egov.usda.gov/magicsshd/newclientregistration.asp?langsettings=1> Go

Links LRA Directory Webmail Intranet StarWeb SCIMS IDLink Mgr HRIS Forms Google Google Maps Zip+4 Radar Bank

Sign up for a Client ID or to Reset your Password

New Client Registration or Forgot Password

First Name:

Last Name:

Client ID:

EMail Address:

Phone:

Note

Note: Bolded fields are required.

You will receive an email from the ITS Service Desk regarding this request

Complete the fields on this form. Remember...the client ID is only numbers.

The PHONE: field will only take the area code and phone number digits...put your extension in the NOTE field.

Click the SUBMIT button.

You will get a message that you have successfully requested a password. The password will be emailed to you. It will appear to come from you. Please do not delete this password as you will need it to begin using MAGIC. Please just hang onto it until the training.

As always...if you have any questions or concerns, please feel free to your ITS Technical Support Representative or you may call the ITS Service Desk (800)457-3642.